

SPECIAL INSTRUCTIONS TO PAYROLL OFFICER

Your firm was awarded a contract funded by the U. S. Department of Housing and Urban Development, through the Milwaukee County Community Development Program (CDP). Your firm must meet federal requirements concerning wage scales, fringe benefits, and weekly submission of payroll records.

Please note - failure to comply can result in withholding of payment, cancellation of contract, assessments for liquidated damages, and penalties authorized by Title 29 of the Code of Federal Regulations, including referral to the United States Attorney General for criminal prosecution.

Please examine the attached documents identified below. Additional information detailing labor standards requirements is found in "Federal Labor Standards Provisions," which are included in the contract specifications for this project.

(1) General Wage Decision

This article sets wage levels and fringe benefits employees must be paid when on this job. If any employees do not fit the trade designations in this Decision, contact the CDP staff immediately. An additional classification and rate may have to be issued.

(2) Item A - Weekly Payroll Submission

A summary of directions for completing payroll form WH-347.

(3) Example Payroll Form WH-347

This example portrays how payroll forms are completed.

(4) Payroll Form WH-347

One blank payroll form is included. Copy it, or obtain forms from the U. S. Government Printing Office.

(5) Payroll Signature Authorization

Payrolls must normally be signed by a company officer appearing on the "Certification by Contractor" included in the Preconstruction Package. If you are not listed on this form, and if you are to sign payrolls, the Payroll Signature Authorization must be submitted. It must be signed by a company officer named on the Certification.

Payrolls are to be submitted weekly. If no work is done in a week after the project has started, indicate "no work this week" for the appropriate week(s) on the next payroll submitted.

Mark the first and last payrolls for this contract "initial" and "final."

It is the goal of the CDP staff to make compliance with these requirements straight forward. If you need assistance, please call the staff at 278-5254.

Submit original payrolls directly to: **Milwaukee County Community Development Program
City Campus, Floor 1, Room 102
2711 West Wells Street
Milwaukee, WI 53208**

**(Copies may be sent to the Prime Contractor and/or Contracting Agency if they need copies).
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